



# Rose Green Infant School

## Asthma Policy

The school:

- Recognises that asthma is a widespread, serious but controllable condition and the school welcomes all pupils with asthma
- Ensures that pupils with asthma can and do participate fully in all aspects of school life, including art, PE, science, educational visits and out of hours activities
- Recognises that pupils with asthma need immediate access to reliever inhalers at all times
- Keeps a record of all pupils with asthma and the medicines they take
- Endeavours that the whole school environment, including the physical, social, sporting and educational environment, is favourable to pupils with asthma
- Ensures that all staff (including supply teachers and support staff) who have pupils with asthma in their care, know who those pupils are and know the school's procedure to follow in the event of an asthma attack

### Asthma medicines

Immediate access to reliever medicines is essential. The reliever inhalers of our pupils are kept in the main school office. All inhalers must be labelled with the child's name by the parent/carer.

If a parent/carer has stated that their child requires an inhaler in school but does not supply an **in-date inhaler**, the school will take the following action:

- Phone the parent/carer and request that the inhaler is brought into school without delay.
- If the parent/carer fails to supply the inhaler as requested, write to the parent using the example letter. This repeats the request for the inhaler. There is an emergency inhaler in school but this should not be relied on regularly in the absence of an inhaler being provided by the parent/carer.
- School staff are not required to administer asthma medicines to pupils (except in an emergency), however many of the staff at this school are happy to do this. School staff who agree to administer medicines are insured by the local education authority when acting in agreement with this policy. All school staff will let pupils take their own medicines when they are able to.
- If a child is using an inhaler more regularly in school than is usual, it is good practice for the school to inform the pupil's parent or carer. When appropriate the school will arrange for the parent/carer to discuss with the school nurse the use and frequency of medication.

### Record keeping

When a child joins the school, parents/carers are asked to declare any medical conditions (including asthma) that require care within school, for the school's records. At the beginning of each school year, parents are requested to update details about medical conditions (including asthma) and emergency contact numbers.

All parents/carers of children with asthma are given an asthma information form to complete and return to school. From this information the school keeps its asthma records.

All teachers know which children in their class have asthma. Parents are required to update the school about any change in their child's medication or treatment. When a child has had their inhaler the member of staff signs the record book which is kept with the inhalers and records the number of 'puffs' given on a sticker which is put on the child's jumper so that the parent/carers know how many 'puffs' their child has been given at school.

### **Exercise and activity - PE and games**

All children are encouraged to participate fully in all aspects of school life including PE. Children are encouraged/reminded to use their inhalers before exercise (if instructed by the parent/carer on the asthma form) and during exercise if needed. Staff are aware of the importance of thorough warm up and down. If a child needs to use their inhaler during the lesson, they will be encouraged to do so.

### **School Environment**

The school endeavours to ensure that the school environment is favourable to pupils with asthma. The school will take into consideration, any particular triggers to an asthma attack that an individual may have and will seek to minimise the possibility of exposure to these triggers. The school operates a no smoking policy.

### **Asthma Attacks – School's Procedure**

All staff who come into contact with pupils with asthma know what to do in the event of an asthma attack. In the event of an asthma attack the school follows the procedure outlined by Asthma UK in its School Asthma Pack. This procedure is visibly displayed in the office first aid area.

### **Access and Review of Policy**

The Asthma Policy will be accessible to all staff and the community through the school's website. Hard copies can be obtained from the school office. This policy will be reviewed on a two yearly cycle.

Reviewed: February 2021  
Review Date: February 2023

# What to do in an asthma attack

It is essential for people who work with children and young people with asthma to know how to recognise the signs of an asthma attack and what to do if they have an asthma attack.

## What to do

- Keep calm
- Encourage the child or young person to sit up and slightly forward – do not hug or lie them down
- Make sure the child or young person takes two puffs of reliever inhaler (usually blue) immediately – preferably through a spacer
- Ensure tight clothing is loosened
- Reassure the child

## If there is no immediate improvement

Continue to make sure the child or young person takes one puff of reliever inhaler every minute for five minutes or until their symptoms improve.

## Call 999 or a doctor urgently if:

- The child or young person's symptoms do not improve in 5–10 minutes.
- The child or young person is too breathless or exhausted to talk.
- The child or young person's lips are blue.
- You are in doubt.

Ensure the child or young person takes one puff of their reliever inhaler every minute until the ambulance or doctor arrives.

## Common signs of an asthma attack are:

- coughing
- shortness of breath
- wheezing
- tightness in the chest
- being unusually quiet
- difficulty speaking in full sentences
- sometimes younger children express feeling tight in the chest as a tummy ache.

## After a minor asthma attack

- Minor attacks should not interrupt the involvement of a pupil with asthma in school. When the pupil feels better they can return to school activities.
- The parents/carers must always be told if their child has had an asthma attack.

## Important things to remember in an asthma attack

- Never leave a pupil having an asthma attack.
- If the pupil does not have their inhaler and/or spacer with them, send another teacher or pupil to their classroom or assigned room to get their spare inhaler and/or spacer.
- In an emergency situation school staff are required under common law, duty of care, to act like any reasonably prudent parent.
- Reliever medicine is very safe. During an asthma attack do not worry about a pupil overdosing.
- Send another pupil to get another teacher/adult if an ambulance needs to be called.
- Contact the pupil's parents or carers immediately after calling the ambulance/doctor.
- A member of staff should always accompany a pupil taken to hospital by ambulance and stay with them until their parent or carer arrives.
- Generally staff should not take pupils to hospital in their own car. However, in some situations it may be the best course of action.
- Another adult should always accompany anyone driving a pupil having an asthma attack to emergency services.

NB: Guidance from education authorities on emergency transport in private vehicles is different in each part of the UK. Your school should have a clear emergency procedure policy on if and when this is appropriate.

ROSE GREEN INFANT SCHOOL  
Healthcare Plan for a Pupil with Medical Needs

Child's Name .....

Date of Birth .....

Condition .....

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Class ..... Date ..... Review Date

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CONTACT INFORMATION

**Family Contact 1**

Name .....

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Phone No. (work) .....

.....

(home) .....

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Relationship .....

.....

**Clinic/Hospital contact**

Name .....

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Phone No. ....

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**Family Contact 2**

Name

Phone No. (work)

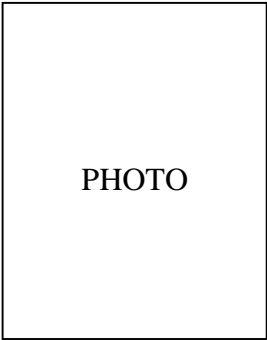
(home)

Relationship

**G.P.**

Name

Phone No.



Describe condition and give details of pupil's individual symptoms:

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Daily care requirements (eg, before sport/at lunchtime)

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Describe what constitutes an emergency for the pupil, and the action to take if this occurs:

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Follow-up care:

Form copied to:

Welfare Room Noticeboard	<input type="checkbox"/>	Headteacher	<input type="checkbox"/>
Class Teacher	<input type="checkbox"/>	Office	<input type="checkbox"/>
Child's Record	<input type="checkbox"/>	Midday Meals Supervisor	<input type="checkbox"/>

**Request to Administer Medication**

The school will not give your child medicine unless you complete and sign this form and the Headteacher has agreed that school staff can administer the medication.

Child's Name

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Address

.....

.....

Class ..... Condition or illness

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**MEDICATION**

Name/Type of Medication (as described on the container)

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For how long will your child take this medication

.....

Date dispensed ..... Where is it stored in school?

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**Full Directions for use:**

Dosage and method

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Timing

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Special Precautions

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Side Effects

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Procedures to take in an Emergency

I understand that I must deliver the medicine personally to the office and accept that this is a service which the school is not obliged to undertake.

Name ..... Signature

Relationship to Pupil ..... Date .....

Agreement to Administer Medication

I agree that the child named above will receive .....(quantity of medicine)

at ..... (time medicine to be administered, eg, lunchtime, or afternoon break or when required).

The child will be given their medication by a trained member of staff. This arrangement will continue until instructed by the parent.

Signed ..... (Headteacher) Date



## ROSE GREEN INFANT SCHOOL

Dear Parent/Guardian

In order to update the school records of children currently suffering from asthma and possibly requiring medication in school, please could you provide us with the following information:-

CHILD'S NAME .....

CLASS .....

1. Does your child currently suffer from asthma? Yes/No
2. Does your child have an inhaler in school Yes/No
3. If yes, please ensure the inhaler is clearly labelled with your child's name and the expiry date of the inhaler.
4. Please provide information on your child's current asthma treatment  
.....  
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5. What triggers your child's asthma?  
.....  
.....  
.....
6. Do you give consent for the following treatment to be given to your child as recognised by Asthma Specialist, in an emergency? ie, "In an emergency, whilst waiting for an ambulance to arrive, 10 puffs of reliever inhaler can be given through a spacer over 15 minutes, then wait 15 minutes before starting the process again".

Yes/No

Signature of parent/guardian .....

Please remember to inform the school if there are any changes in your child's treatment or condition.

Thank you.